

Library

Elaine Reed, Director of Library Services

MISSION STATEMENT

To provide free and open access to diverse resources that enrich, inform, empower and entertain.

LIBRARY FUND 160 / APPROPRIATION 64010

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Expenditures						
Salaries and Employee Benefits	\$ 2,052,938	\$ 2,265,963	\$ 2,715,291	\$ 2,605,291	15%	\$ 2,715,291
Services and Supplies	2,801,666	1,352,279	1,005,478	837,978	-38%	984,506
Capital Assets	7,989	-	-	-	0%	-
Intra Fund Charges	59,156	82,153	604,021	604,021	635%	604,021
Gross Budget:	4,921,749	3,700,395	4,324,790	4,047,290	9%	4,303,818
Intra Fund Credits	(115,539)	(399,071)	-	-	-100%	-
Net Budget:	\$ 4,806,210	\$ 3,301,324	\$ 4,324,790	\$ 4,047,290	23%	\$ 4,303,818
Revenue						
Taxes	\$ 2,518,225	\$ 2,768,910	\$ 2,772,133	\$ 2,700,133	-2%	\$ 2,900,133
Fines, Forfeits and Penalties	136,678	107,578	100,000	100,000	-7%	100,000
Revenue from Use of Money and Property	35,619	25,763	24,000	21,000	-18%	24,000
Intergovernmental Revenue	218,371	179,618	146,861	146,861	-18%	171,661
Charges for Services	102,585	118,640	110,500	110,500	-7%	110,500
Miscellaneous Revenue	42,615	48,557	1,100	1,100	-98%	1,100
Other Financing Sources	3,000	-	490,679	629,679	100%	651,372
Special Items	1,663,987	-	-	-	0%	-
Total Revenue:	4,721,080	3,249,066	3,645,273	3,709,273	14%	3,958,766
Net County Cost:	\$ 85,130	\$ 52,258	\$ 679,517	\$ 338,017	547%	\$ 345,052
Allocated Positions	46	46	46	46	0%	46

CORE FUNCTION

Library Services

The Library's core function is to provide library services to the residents of Placer County, including an up-to-date collection of library materials reflective of community interests, skilled staff to assist customers, attractive community libraries, and enriching and entertaining library programs.

FY 2003-04 Major Accomplishments

- Checked out over 1.1 million books, audio books, videos, DVDs, CDs, music cassettes, and magazines which informed, entertained, and inspired Placer County citizens.
- Implemented a next-generation computer system, enhancing customer access to library resources and increasing staff efficiency.
- Submitted an application for a State Library Bond Act grant for a new library facility in Rocklin.
- Involved 550 generous, dedicated volunteers in providing public service through assisting staff in shelving and repairing library materials and presenting programs.

Community & Cultural Services

Library

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FY 2004-05 Planned Accomplishments

- Check out over 1.2 million books, audio books, videos, DVDs, CDs, music cassettes, and magazines to inform, entertain, and inspire Placer County residents.
- Provide the best possible library service with the resources available.
- Continue to involve volunteers in enhancing library service and reducing personnel costs.

Department Comments

The Library's submitted budget maintains essential service levels, however all discretionary spending has been deferred. Based on the Governor's Proposed Budget, Public Library Foundation funding (PLF) and Transaction Based Reimbursement (TBR) are estimated to be the same as FY 2003-04 and the Educational Revenue Augmentation Fund (ERAF) shift is anticipated to be increased by \$143,000.

If the state should cut PLF or TBR funding or further increase the ERAF amount shifted, it will be necessary to reduce library hours and the library materials budget in order to balance the Library's budget. If revenues are higher than projected, they could be allocated to expenditures that are being deferred, such as two additional hours of service for the Rocklin Library, a larger materials budget, new carpeting for the Kings Beach Library, design costs for a new library in Rocklin, or land acquisition for new libraries in Colfax, Meadow Vista, and Kings Beach.

The amount of the Library's designated revenues shifted to the state through ERAF is substantial and increases every year as property values increase. In 1992-1993, the program's first year, \$152,545 was shifted. In 2004-2005, the shift is anticipated to reach \$625,200. The Governor's Budget further increases this amount by an estimated \$143,000.

The aspects of the implementation of the *Library Service Plan* that require additional funding have been frozen for this fiscal year. They will resume when the fiscal situation improves again.

County Executive Comments And Recommendations

Total expenditures are being constrained in the FY 2004-05 budget due to funding concerns resulting from state budget actions. Property tax revenues support the Library and are expected to increase however; the current projection was reduced due to the Governor's proposed ERAF shift. Public Library Foundation Funding is expected to remain stable for FY 2004-05 (\$73,800). The Library also receives reimbursement for law library administration (\$110,500) and an annual contribution from the City of Auburn (\$12,000). Other library revenues include fines, community-room rental fees and interest income. Although total revenues have increased, current operating expenditures continue to exceed these revenues, and fund balance carryover will be used to balance the budget.

Final Budget Changes from the Proposed Budget

As a result of State budget actions that eliminated the Education Revenue Augmentation Fund (ERAF) reduction, the library's property tax revenue has been restored with Final Budget (\$200,000), and other revenues have increased in keeping with prior year performance (\$49,493). These revenues will offset savings category restorations (\$220,000), and provide funding for additional library materials (\$30,000) and carpet replacement for the Kings Beach Library (\$6,528).

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CORE FUNCTION: LIBRARY SERVICES

Public Service Program

Program Purpose: Provide library customers with access to helpful, competent staff to facilitate effective use of library resources.

Total Expenditures: \$3,185,975

Total Staffing: 41.0

- **Key Intended Outcome:** To provide friendly, helpful and knowledgeable customer service in order to maximize use of the Library.

Public Service Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of people very satisfied with library service and facilities	79%	N/A	95%
# of questions answered by staff	75,215	163,530	91,000
# of hours of training per staff person	40	53.5	50

Program Comments: Skilled library staff use print resources, online databases, and Internet websites to quickly and accurately answer customers' questions. Staff participates in ongoing training to maintain their customer service skills and professional expertise. To have 85% of the public very satisfied with library services is a credit to the staff's outstanding customer service.

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Library Collection Program

Program Purpose: Make available the Library's collection of books, audio books, videos, DVDs, CDs and other materials to inform, empower and entertain Placer County residents.

Total Expenditures: \$445,000

Total Staffing: 0

- **Key Intended Outcome:** Provide library collection that meets the expectations of library customers.

Library Collection Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of items checked out per Placer County resident	7.1	7.1	7.4
# of items checked out per resident in each Placer County community			
Applegate Library	11.0	13.1	14.1
Auburn Library	11.6	11.8	12.2
Bookmobile	2.0	1.2	1.5
Colfax Library	2.6	2.8	3.1
Foresthill Library	5.0	5.0	5.0
Granite Bay Library	5.8	6.0	6.5
Kings Beach Library	5.3	5.5	6.2
Loomis Library	3.8	4.2	4.3
Meadow Vista Library	12.6	10.9	11.5
Penryn Library	8.3	9.6	10.6
Rocklin Library	6.1	6.0	6.3
Tahoe City Library	6.5	6.4	6.4
% of customers surveyed that indicate collection is satisfactory or better	61%	N/A	70%
% of materials requested that are received within three weeks	70%	81%	80%

Program Comments: The Library's materials budget enables the purchase of new titles that keep the library collection up to date and responsive to customer needs. Videos, DVDs and audio books are growing increasingly popular, making up 32% of the items checked out in FY 2002-03. An average of 7.1 items were checked out to every person in the Placer County Library jurisdiction last year. If they were to buy those items at \$25.00 each, they would have spent \$175 per person. The Library's budget for FY 2004-05 represents an expenditure of \$23.86 per person.

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Library Program

Program Purpose: Offer programs that enrich, educate, and entertain, including Storytime and the Summer Reading Program for children, and the Placer Adult Literacy Service (PALS) for adults.

Total Expenditures: \$353,997

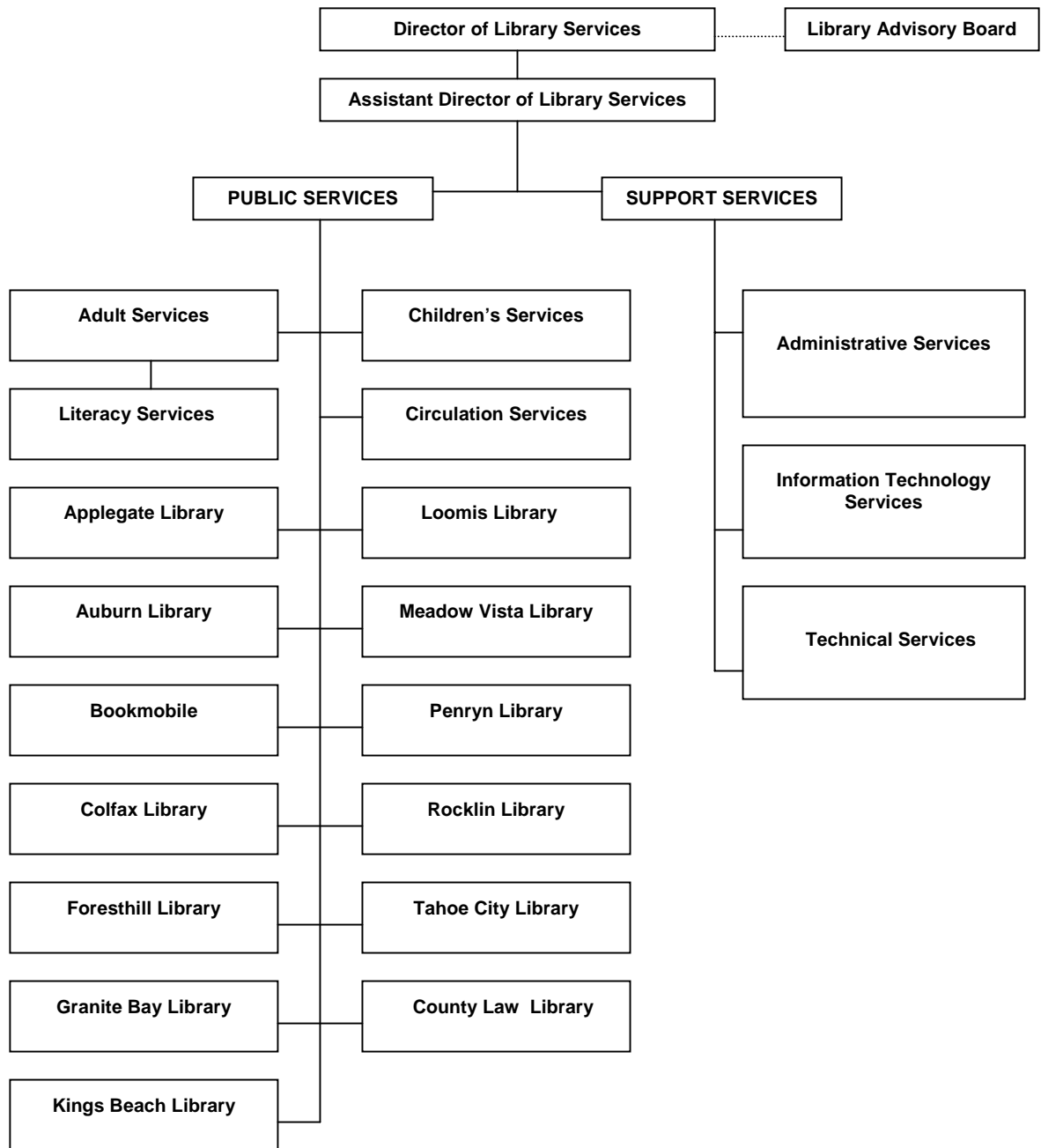
Total Staffing: 5.0

- **Key Intended Outcome:** Enrich and entertain children and adults through special library programs. Enable adults to improve their reading skills.

Library Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of children participating in various children's programs	19,288	19,479	21,300
# of tutor/learner pairs in the Literacy Program	115	88	160

Program Comments: The Storytime Program offered weekly in all system libraries, introduces preschoolers to the riches of books, music, reading, and the public library. The Summer Reading Program for school-age children provides entertaining and interesting incentives to keep children reading through the summer. While the actual number of people improving their reading skills in the literacy program is small, being able to read makes a huge difference in the learners' lives.

LIBRARY



LIBRARY SERVICES DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2004-05

ADMINISTERED BY: DIRECTOR OF LIBRARY SERVICES

Appropriation	FY 2003-04		FY 2004-05	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
OTHER OPERATING FUND Library - Fund 160	\$ 3,301,324	46	\$ 4,303,818	46
TOTAL ALL FUNDS	\$ 3,301,324	46	\$ 4,303,818	46

County Library

County Library Fund

Fund: 160

Subfund: 0

Appropriation: 64010

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	4,597	5,938	5,924	5,924	5,924
1002 Salaries and Wages	1,381,942	1,464,817	1,680,311	1,680,311	1,680,311
1003 Extra Help	191,205	228,862	199,636	199,636	199,636
1011 Salary Savings				(110,000)	
1300 P.E.R.S.	90,059	144,883	321,902	321,902	321,902
1301 F.I.C.A.	116,701	124,348	143,816	143,816	143,816
1310 Employee Group Ins	241,767	248,010	313,136	313,136	313,136
1315 Workers Comp Insurance	26,667	49,105	50,566	50,566	50,566
Total Salaries & Benefits	2,052,938	2,265,963	2,715,291	2,605,291	2,715,291
Services & Supplies					
2004 Service & Supply Savings				(110,000)	
2051 Communications - Telephone	84,602	105,721	111,600	100,000	100,000
2085 Household Expense	24	25			
2140 Gen Liability Ins	24,580	30,955	24,916	24,916	24,916
2274 Delivery & Freight Charges		76			
2290 Maintenance - Equipment	2,892	1,640	1,600	1,600	1,600
2291 Maintenance - Computer Equip	16,704	9,454	26,450	26,450	26,450
2292 Maintenance - Software	7,618				
2404 Maintenance Services	7,143	21,767	20,300	20,300	20,300
2405 Materials - Bldgs & Impr	6,627			1,000	1,000
2406 Maintenance - Janitorial	16,078				
2439 Membership/Dues	4,982	5,109	5,200	5,200	5,200
2456 Misc Expense	16				
2481 PC Acquisition	3,825	49,405	24,900	24,900	24,900
2500 Special Contributions	1,663,987				
2511 Printing	9,485	12,880	12,600	12,600	12,600
2522 Other Supplies	86	(24,928)	4,800	4,800	11,328
2523 Office Supplies & Exp	12,293	11,913	10,900	10,900	10,900
2524 Postage	27,853	13,069	26,700	26,700	26,700
2555 Prof/Spec Svcs - Purchased	77,365	97,337	7,950	7,950	7,950
2556 Prof/Spec Svcs - County	235	129			
2709 Rents & Leases - Computer SW	12,612	12,960	12,961	12,961	12,961
2710 Rents & Leases - Equipment	41,577	9,328	6,500	6,500	6,500
2727 Rents & Leases - Bldgs & Impr	41,527	43,367	46,300	46,300	46,300
2838 Special Dept Expense-1099 Repor	25,373	28,154	30,400	30,400	30,400
2840 Special Dept Expense	101,478	52,348	33,801	33,801	33,801
2844 Training		19,633	7,900	7,900	7,900
2860 Library Materials	467,929	433,080	445,000	400,000	430,000
2931 Travel & Transportation	6,064	8,059			
2932 Mileage	3,663	4,488	6,500	4,100	4,100
2941 County Vehicle Mileage	17,340	18,318	18,000	18,000	18,000
2965 Utilities	117,673	110,960	120,200	120,200	120,200
2966 Drug & Alcohol Testing	35			500	500
3551 Transfer Out A-87 Costs		277,032			
Total Services & Supplies	2,801,666	1,352,279	1,005,478	837,978	984,506
Fixed Assets					
4451 Equipment	7,989				
Total Fixed Assets	7,989				
Charges From Departments					
5310 I/T Employee Group Insurance	42,090	72,063	105,757	105,757	105,757
5405 I/T Maintenance - Bldgs & Improvem	3,744	6,672	5,000	5,000	5,000
5527 I/T Prof Services A-87 Costs			490,679	490,679	490,679
5552 I/T - MIS Services	2,017	2,318	1,585	1,585	1,585
5553 I/T - Revenue Services Charges	1,184	970			

County Library

County Library Fund

Fund: 160

Subfund: 0

Appropriation: 64010

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
5556 I/T - Professional Services	9,843	130	1,000	1,000	1,000
5840 I/T Special Dept Expense	228				
5844 I/T Training	50				
Total Charges From Departments	59,156	82,153	604,021	604,021	604,021
Gross Budget	4,921,749	3,700,395	4,324,790	4,047,290	4,303,818
Less: Charges to Departments					
5002 I/T - County General Fund	(115,539)	(399,071)			
Total Charges to Departments	(115,539)	(399,071)			
Net Budget	4,806,210	3,301,324	4,324,790	4,047,290	4,303,818
Less: Revenues					
6100 Current Secured Property Taxes	(2,165,544)	(2,394,235)	(2,444,640)	(2,379,640)	(2,579,640)
6107 Unitary & Op Non-Unitary	(92,606)	(79,325)	(105,450)	(95,000)	(95,000)
6111 Current Unsecured Property Tax	(80,803)	(74,606)	(88,800)	(88,800)	(88,800)
6132 Redemptions Gen Taxes	1,150	(1,172)	5,000	1,000	1,000
6140 Property Taxes Prior Unsec	(1,228)	(2,609)	(1,247)	(1,247)	(1,247)
6160 Timber Tax Guarantee	(4,525)	(2,403)	(5,550)	(5,000)	(5,000)
6171 Supplemental - PropertyTaxes C	(174,669)	(214,560)	(131,446)	(131,446)	(131,446)
6854 Library Fines and Fees	(131,399)	(107,578)	(100,000)	(100,000)	(100,000)
6864 Housing and Dangerous Buildi	(5,279)				
6950 Interest	(25,403)	(14,431)	(11,000)	(11,000)	(11,000)
6965 Rents & Concessions	(10,216)	(11,332)	(13,000)	(10,000)	(13,000)
7205 Homeowners Property Tax Red	(36,398)	(36,647)	(26,306)	(26,306)	(26,306)
7232 State Aid - Other	(24,357)	(57,148)	(31,200)	(31,200)	(56,000)
7292 Aid from Other Governmental Ag	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
7315 Public Library Fund	(145,616)	(73,823)	(73,800)	(73,800)	(73,800)
7491 St Aid-Local Govt Fiscal Relief ((3,555)	(3,555)	(3,555)
8203 Law Library Services	(102,585)	(118,640)	(110,500)	(110,500)	(110,500)
8755 Donation	(36,197)	(47,939)			
8764 Miscellaneous Revenues	(6,418)	(618)	(1,100)	(1,100)	(1,100)
8779 Contributions from General Fun			(490,679)	(490,679)	(490,679)
8780 Contributions from Other Funds				(139,000)	(160,693)
8954 Operating Transfers In	(3,000)				
8985 Contributions	(1,663,987)				
Total Revenues	(4,721,080)	(3,249,066)	(3,645,273)	(3,709,273)	(3,958,766)
Net County Cost	85,130	52,258	679,517	338,017	345,052